Procurement Desktop-Defense (PD2) Overview

August 2003

Agenda

- Navigation
- Introduction
- Simplified Acquisition Procedures (SAP)
- Formal Contracts
- Post Award

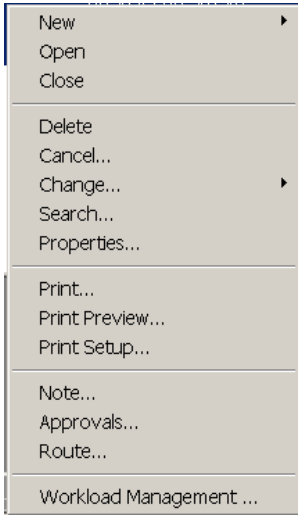
Navigation

Desktop Menu's

- Menu Bar

- Icon Bar

- Menu click (right)

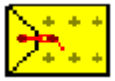


Desktop Objects

- Cabinet
  - Defaults
    - Inbox, Outbox, User Cabinet

- Team Cabinet
  - Reviews, share documents

- Folder
  - Organize work



- Envelope
  - Organize

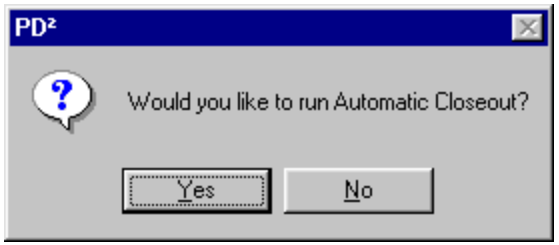
Introduction

SPS Architecture

- Sybase
  - Relational Database Management Software (RDBMS)
  - Client / Server
- Procurement Desktop-Defense
  - Form based
  - Mimicking a physical desktop

Start-up Issues

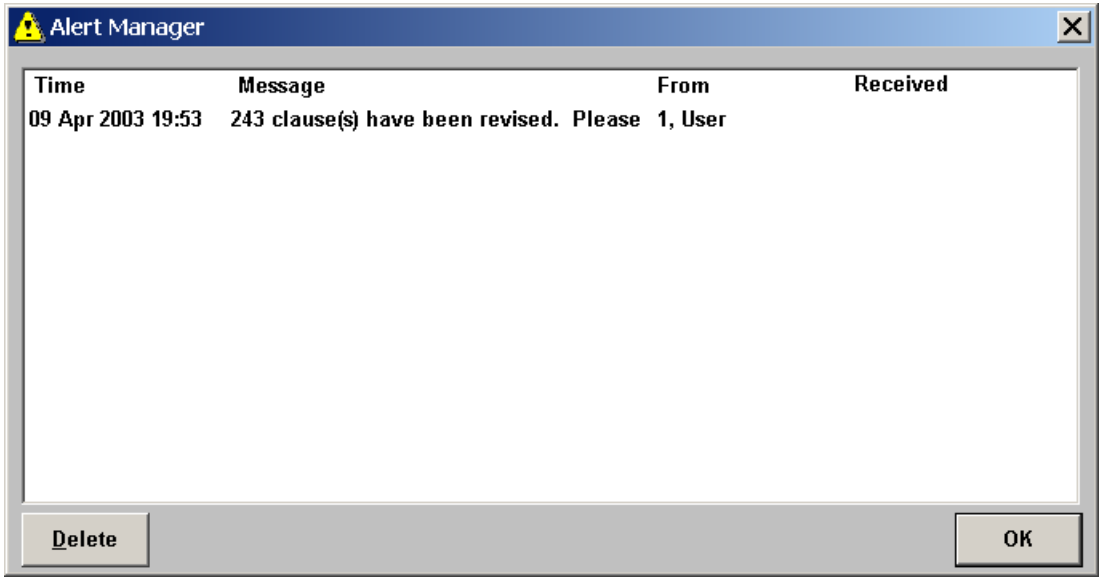
- Automatic Closeout



Gone in version 4.2

Start-up Issues

- Reoccurring Alerts on Clause Revisions



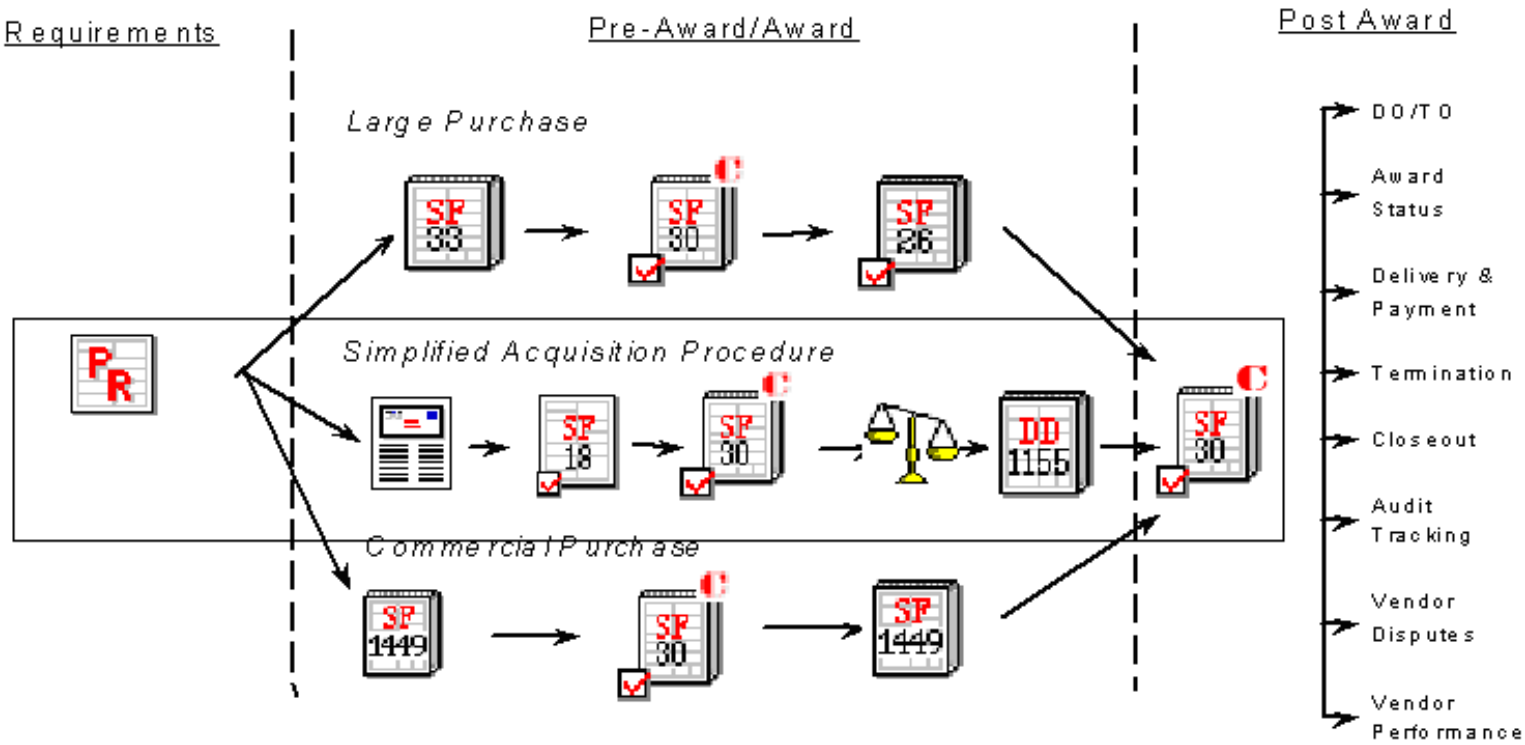
Ask SysAdmin to execute Script-Aid fix

User Preferences

- General
  - Confirm to Exit / Save Configuration on Exit
  - Catalog Name
  - Mail: Notification, Check For, Send, Forward
  - Auto Ordering Preference
  - Payment Request Auto Validation
- Password (Changing)
- Notifications
  - Establishing Preferences
  - Setting Contract Type
  - Establish Preferences for Deficiency/Discrepancy Items
- Requisition Addresses (defaults)
- Other Addresses (defaults)

Simplified Acquisition Procedures

High Level Process



Folder Structure

- All Items Contained in One Folder Named With Award PIIN
  - Additional Descriptive Information Is Acceptable
- For Example:

M00146-03-P-0001

or

M00146-03-P-0001 Boots, Safety

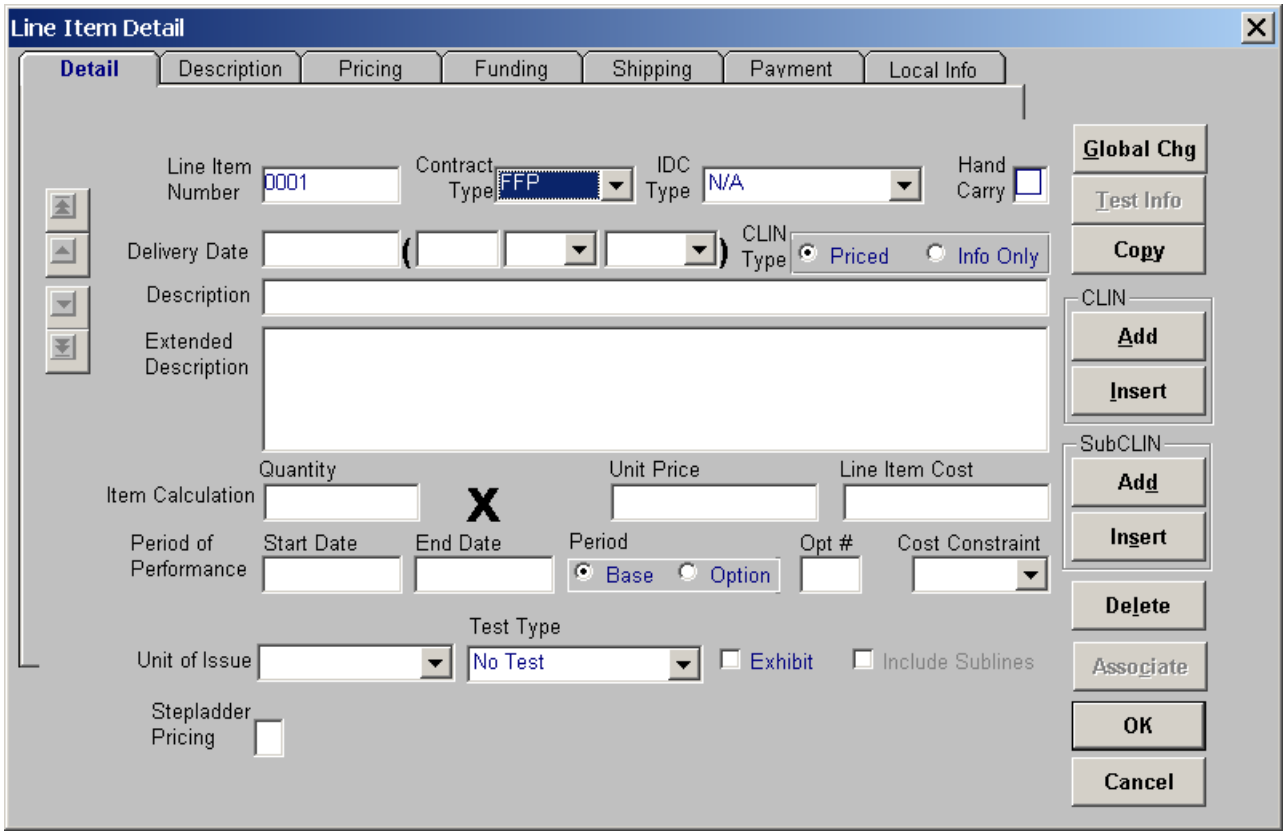
Governing Regulations

- FAR
  - Part 13
- DFARS – Being Revised
  - Part 213
- NAPS
  - PART 5213
- MAPS – In Process (K21)

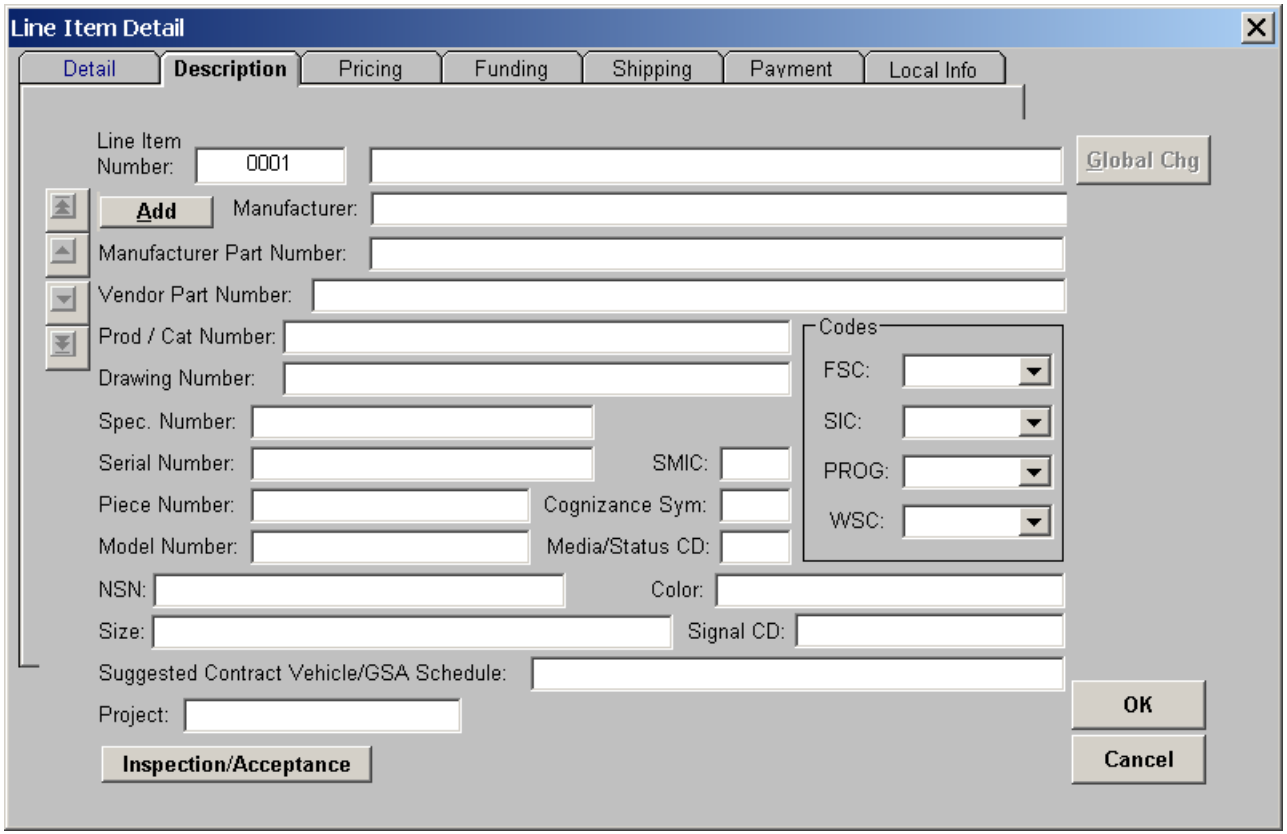
Points of Interest

- Never Create in Inbox / Outbox
- Some Fields Are Informational and Do Not Map to Solicitation of Awards
  - Type of Action
  - Suggested Type of Contract
  - Suggested Contract Information
  - Suggested Preference Program
  - KO Notes, Etc.
- However, Can Be Used to Filter Reports

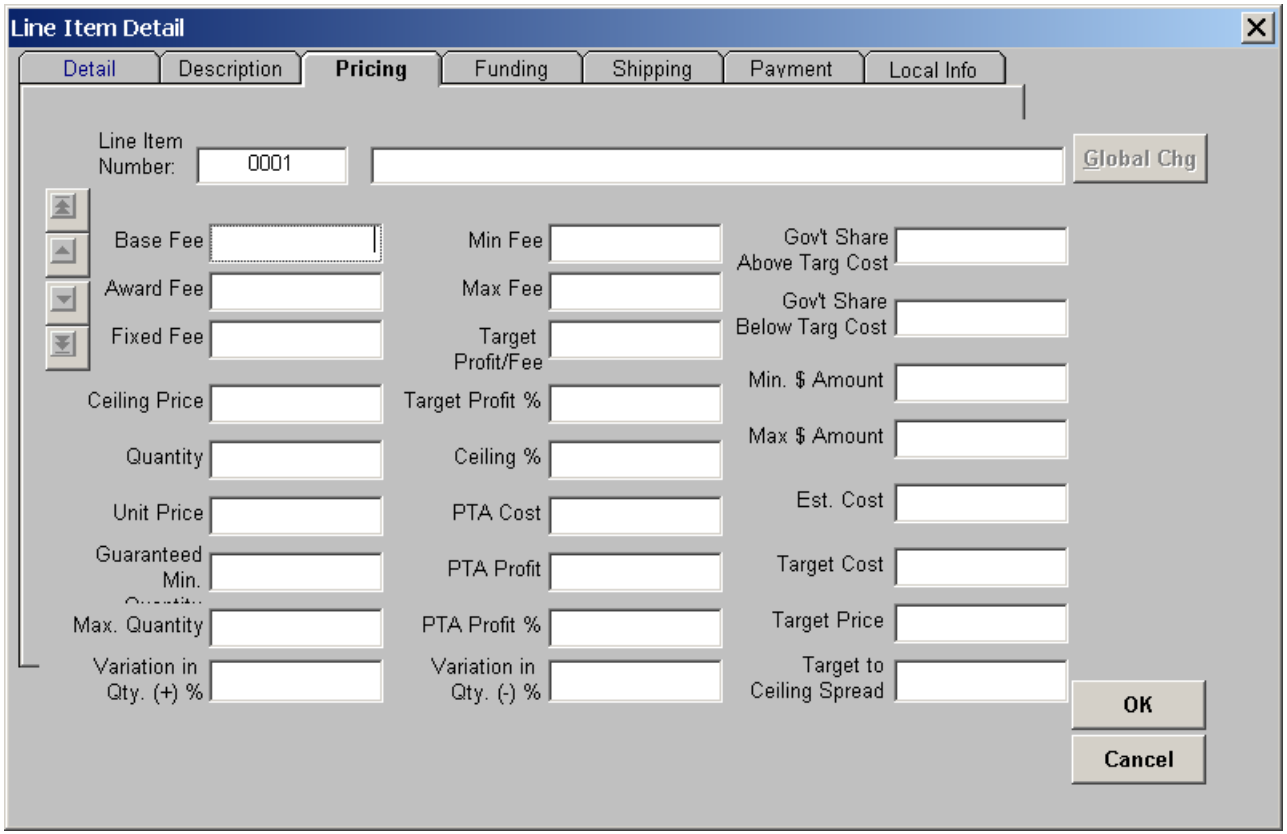
Detail Tab


Line Item Detail
Detail
Description
Pricing
Funding
Shipping
Payment
Local Info
Line Item Number
0001
Contract Type
FFP
IDC Type
N/A
Hand Carry
Delivery Date
CLIN Type
Priced
Info Only
Description
Extended Description
Quantity
Item Calculation
X
Unit Price
Line Item Cost
Period of Performance
Start Date
End Date
Period
Base
Option
Opt #
Cost Constraint
Test Type
Unit of Issue
No Test
Exhibit
Include Sublines
Stepladder Pricing
Global Chg
Test Info
Copy
CLIN
Add
Insert
SubCLIN
Add
Insert
Delete
Associate
OK
Cancel

Description



Pricing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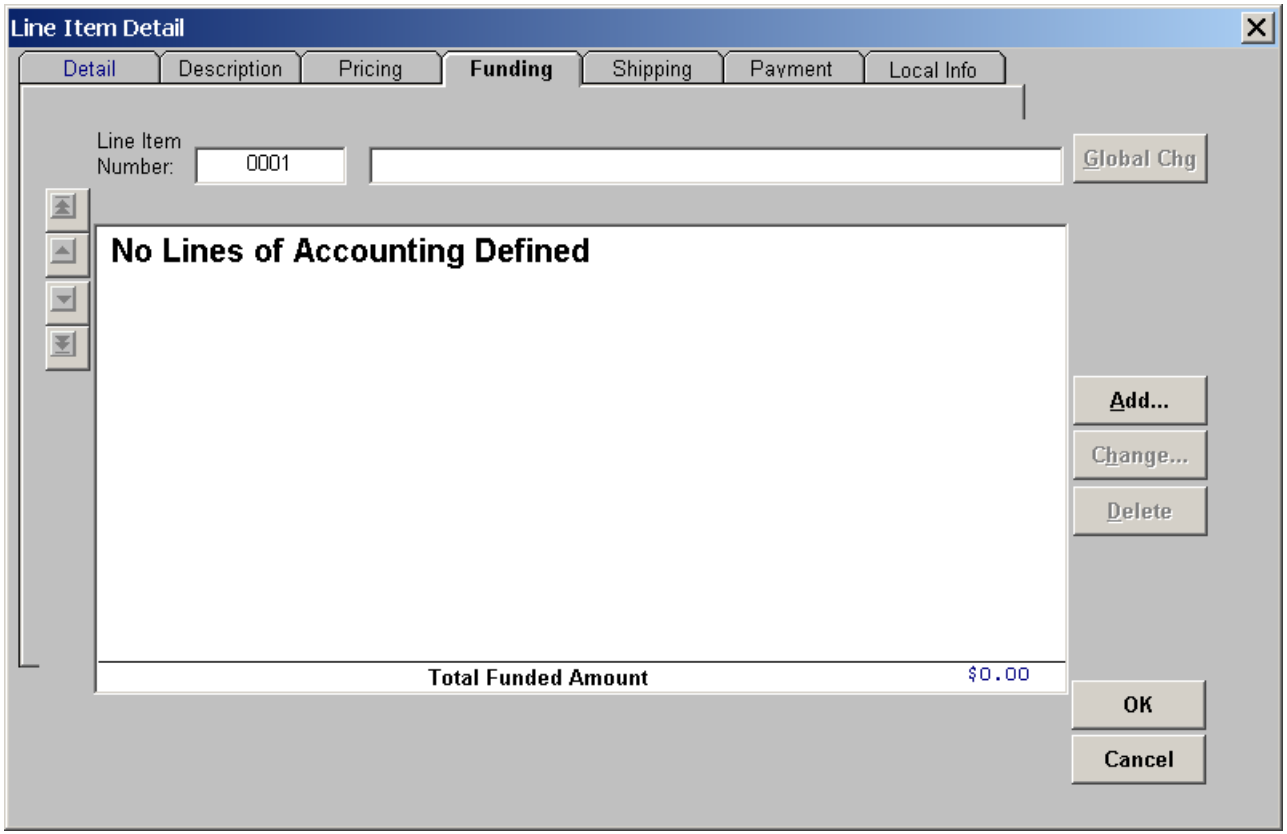
Local Info
Line Item Number:
0001
Global Chg
Base Fee
Award Fee
Fixed Fee
Ceiling Price
Quantity
Unit Price
Guaranteed Min.
Max. Quantity
Variation in Qty. (+) %
Min Fee
Max Fee
Target Profit/Fee
Target Profit %
Ceiling %
PTA Cost
PTA Profit
PTA Profit %
Variation in Qty. (-) %
Gov't Share Above Targ Cost
Gov't Share Below Targ Cost
Min. $ Amount
Max $ Amount
Est. Cost
Target Cost
Target Price
Target to Ceiling Spread
OK
Cancel

Funding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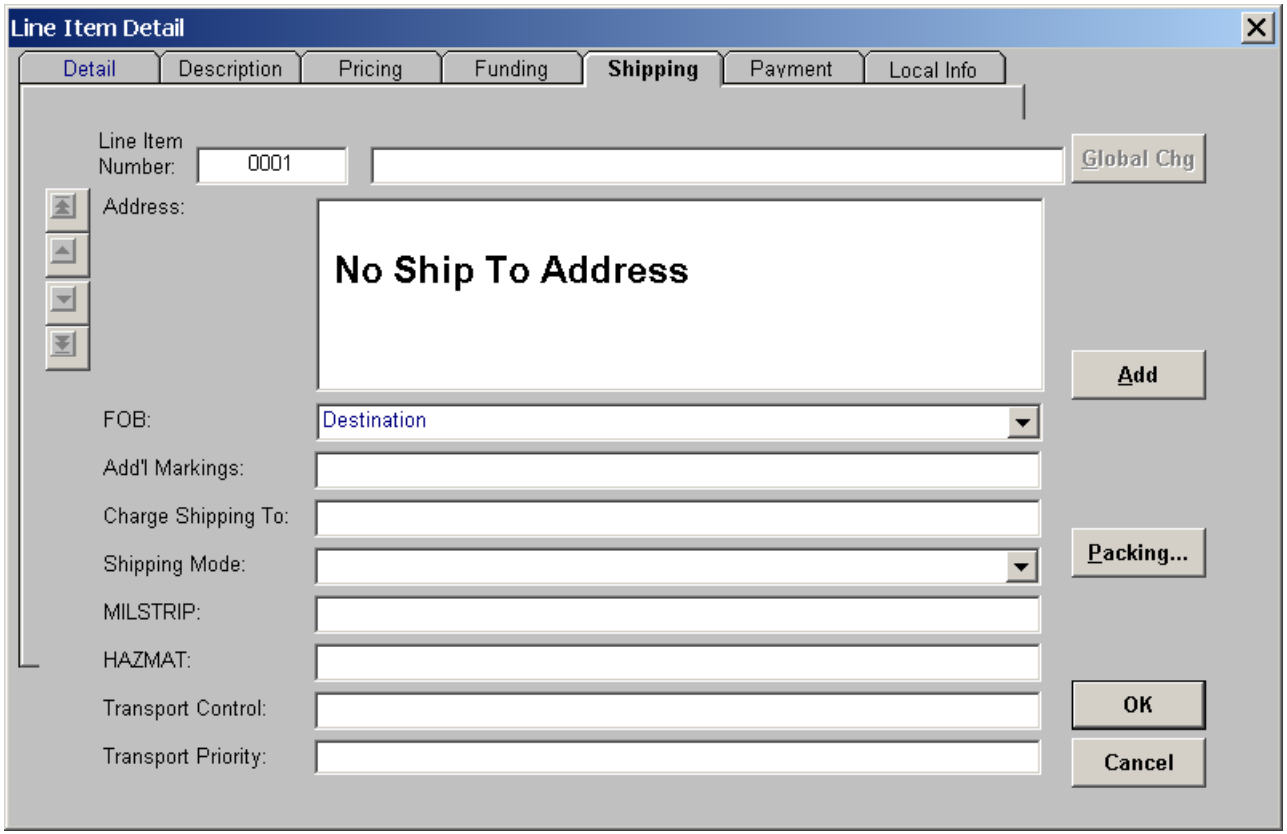
Local Info
Line Item Number:
0001
Global Chg
No Lines of Accounting Defined
Add...
Change...
Delete
Total Funded Amount
$0.00
OK
Cancel

Shipping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Local Info
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0001
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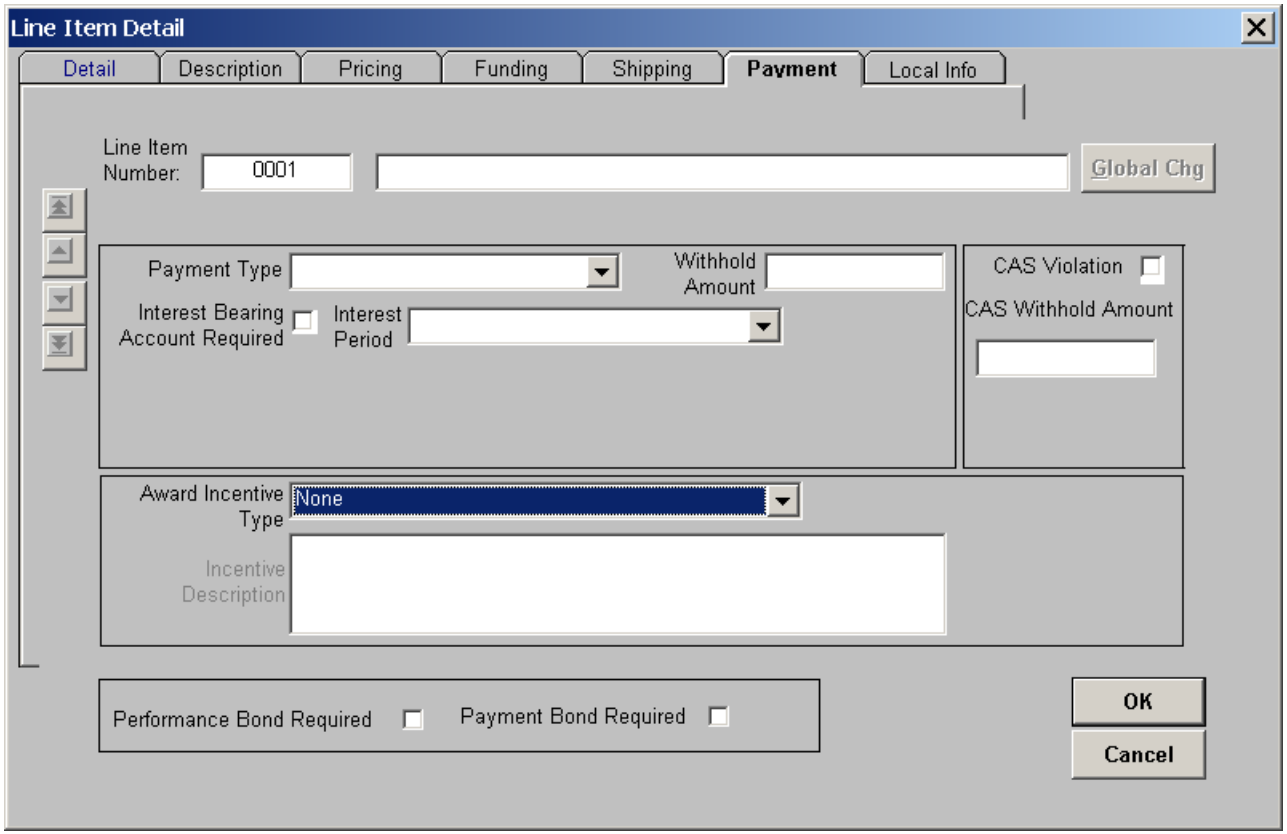
Address:
No Ship To Address
Add
FOB:
Destination
Add'l Markings:
Charge Shipping To:
Shipping Mode:
Packing...
MILSTRIP:
HAZMAT:
Transport Control:
Transport Priority:
OK
Cancel

Payment


Line Item Detail
Detail
Description
Pricing
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Local Info
Line Item Number:
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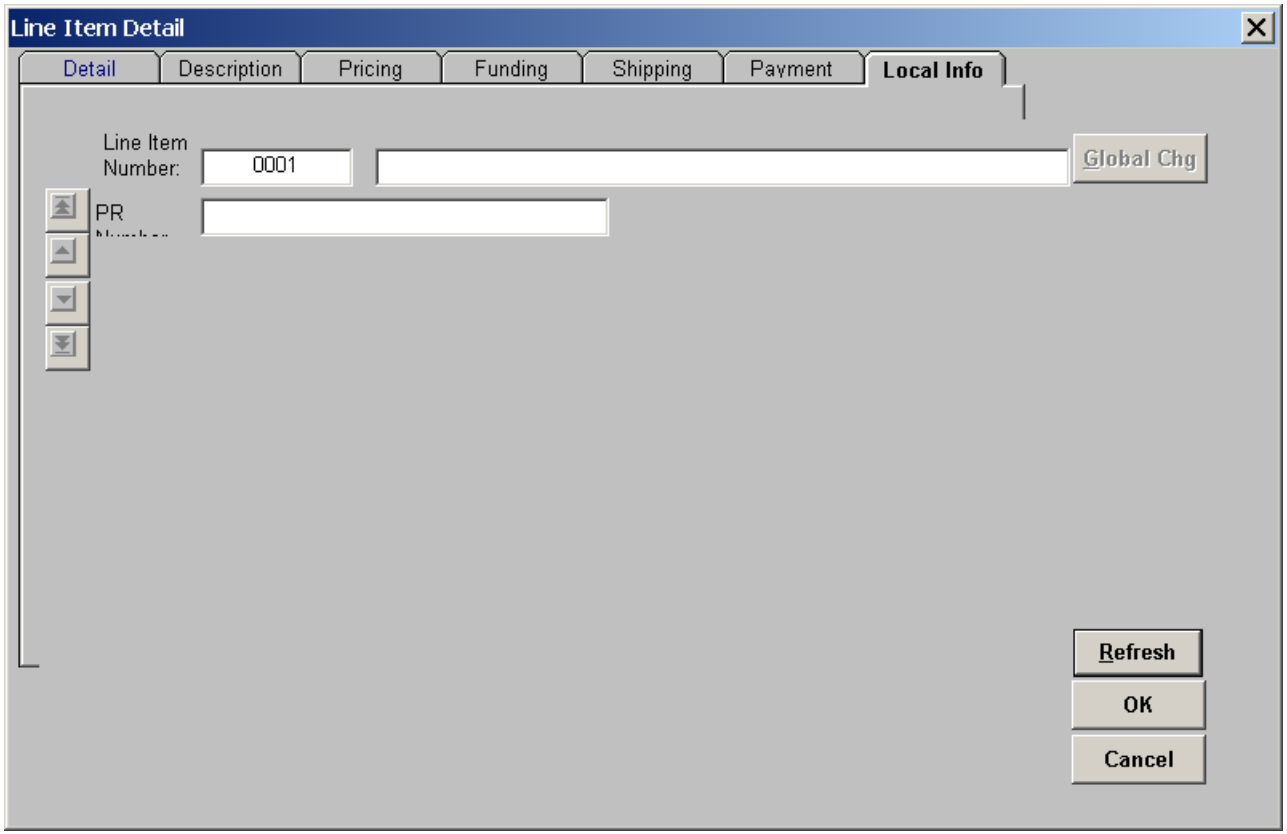
Global Chg
Payment Type
Withhold Amount
CAS Violation
Interest Bearing Account Required
Interest Period
CAS Withhold Amount
Award Incentive Type
None
Incentive Description
Performance Bond Required
Payment Bond Required
OK
Cancel

Local Info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0001
Global Chg
PR
Refresh
OK
Cancel

Request For Quote (RFQ)

- SF 18
  - Rating Field = DPAS Rating
    - DO or DX
    - Program Code (c9, s1)

Posting to NECO

- USMC Not Using EDI 840

- Manual Upload for NECO
  - File, Print Preview
  - Save Copy As

Abstract of Offers

- OF 1409 Abstract of Offers
  - Procurement -> Attachment -> New
    - Template “SF 1409 Abstract of Offers”

- Offer / Evaluation
  - Procurement -> Offer Evaluation…

CCR & Vendor Information

- CCR Website: www.ccr.gov
  - Version 4.2 offers EDI 838
    - Create, Update and ‘delete’ vendor records
- Need the TIN From the Organization
- Failure to Complete the Vendor Information With a CAGE & DUNS Will Cause a Rejection From NAFI
  - Manual Upload to NAFI or SysAdmin Correction to Index File

Payment Office

- Null Values Are Not Acceptable
  - Causes Rejection From NAFI
- Credit Card DoDAAC: GCPC
- Command Billing (Certify Invoices)
  - Block 13 of DD 1155

Prompt Payment Terms

- If Vendor Record Has TIN, CAGE & DUNS The Data Will Be Transmitted to DFAS (CAPS & SABRS) Via SPS-I

- Enter Prompt Payment Terms
  - Shift Double-Click
- Then Enter Value in Free Text Field or SPS-I May Not Transfer PPT to DFAS

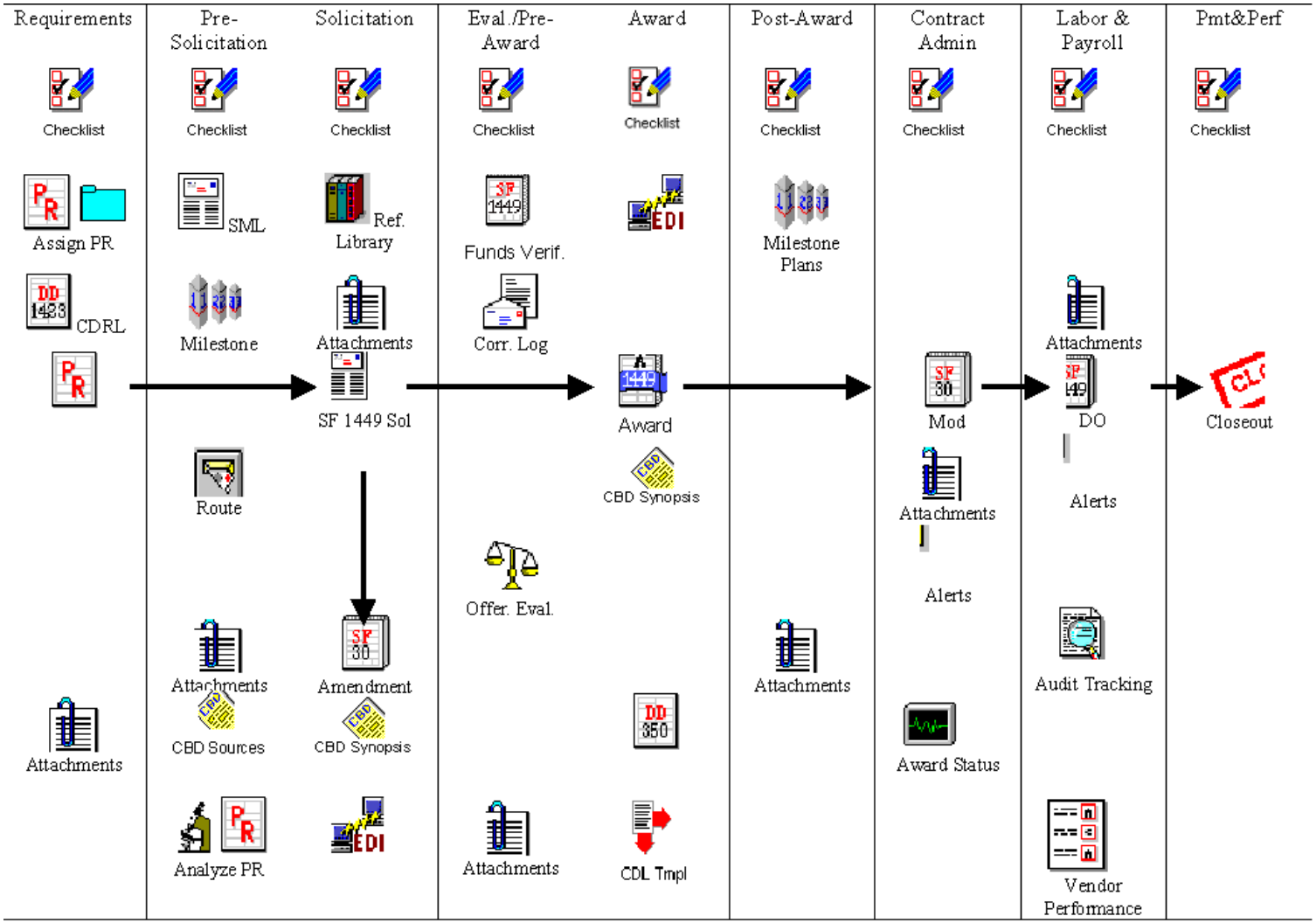
Small Purchase

- DD 1155
  - Bilateral - Check Mark Box at Bottom of 2nd Tab 14-16

- DPAS Priority (Dept of Commerce) not MILSTRIP Priority

Formal Contracts

High Level Process



Folder Structure

- **Requirements folder bearing the PR number and a brief description**
  - The PR will be filed in this folder along with the Requirements Checklist that you created for your action
  - You will also file all documents and documentation associated with the Requirements Checklist in the Requirements folder
- **Create a Solicitation folder for your RFP or IFB**
  - Pre-Solicitation, Solicitation, and Evaluation/Pre-Award Checklists
  - This folder should bear the RFP or IFB number and a description, and should contain all documents leading up to award
- **Create a Contract folder to house your award document**
  - This folder will bear the contract award PIIN and a brief description
  - It will contain the remaining Checklists (Award, Post-Award Documents, Contract Administration, Labor & Payroll, and Payment & Performance) and all documentation associated with those Checklists
  - It is strongly recommended that you go ahead and create these Checklists at the time of award.
  - You should also move the Requirements and Solicitation folders into your Contract folder so you have everything together
- **Post Award**
  - Delivery Order, Task Order and Modification files would then be consolidated in a separate folder within the Contract folder
  - This should be consistent with the way you file DO's, TO's, and Mods now

Consistent naming is important to allow you to successfully use the search feature to find documents

Points of Interest

- Never Create in Inbox / Outbox
- Some Fields Are Informational and Do Not Map to Solicitation of Awards
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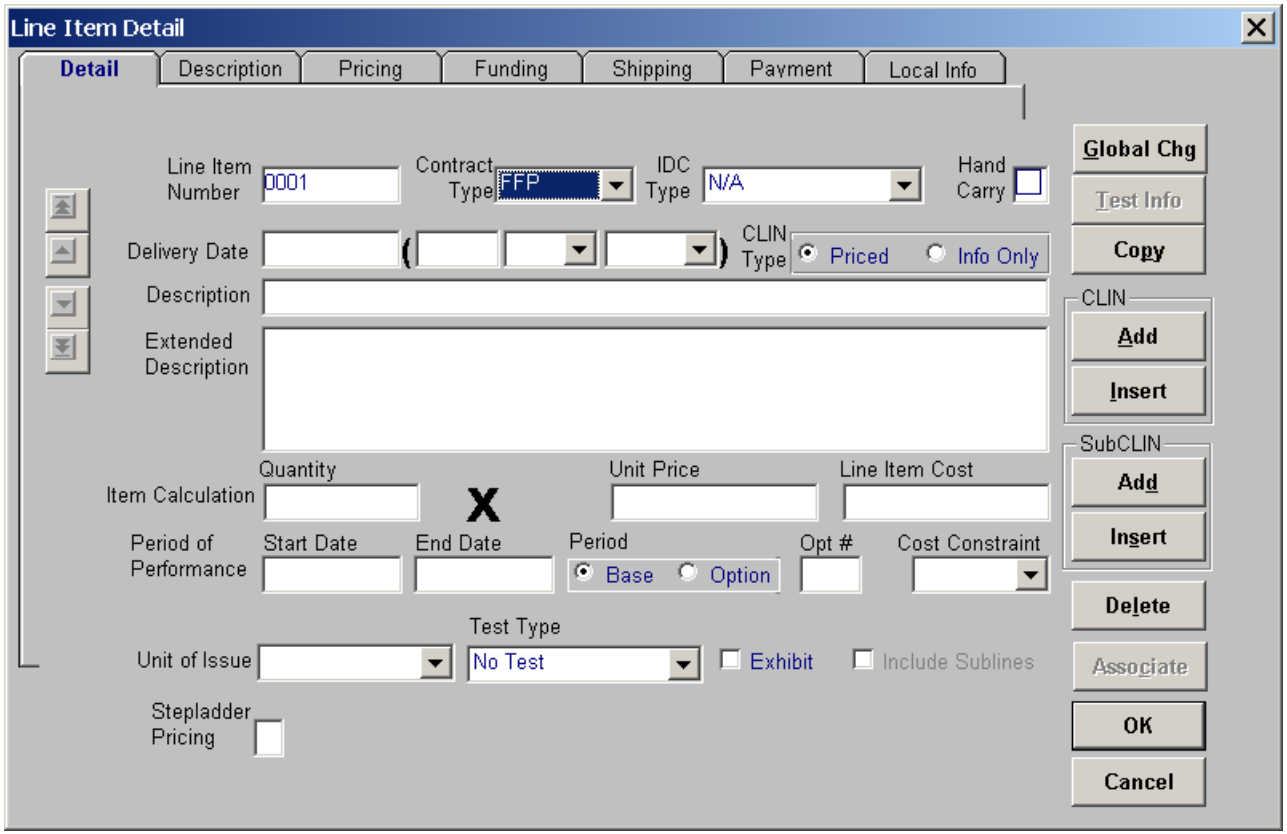
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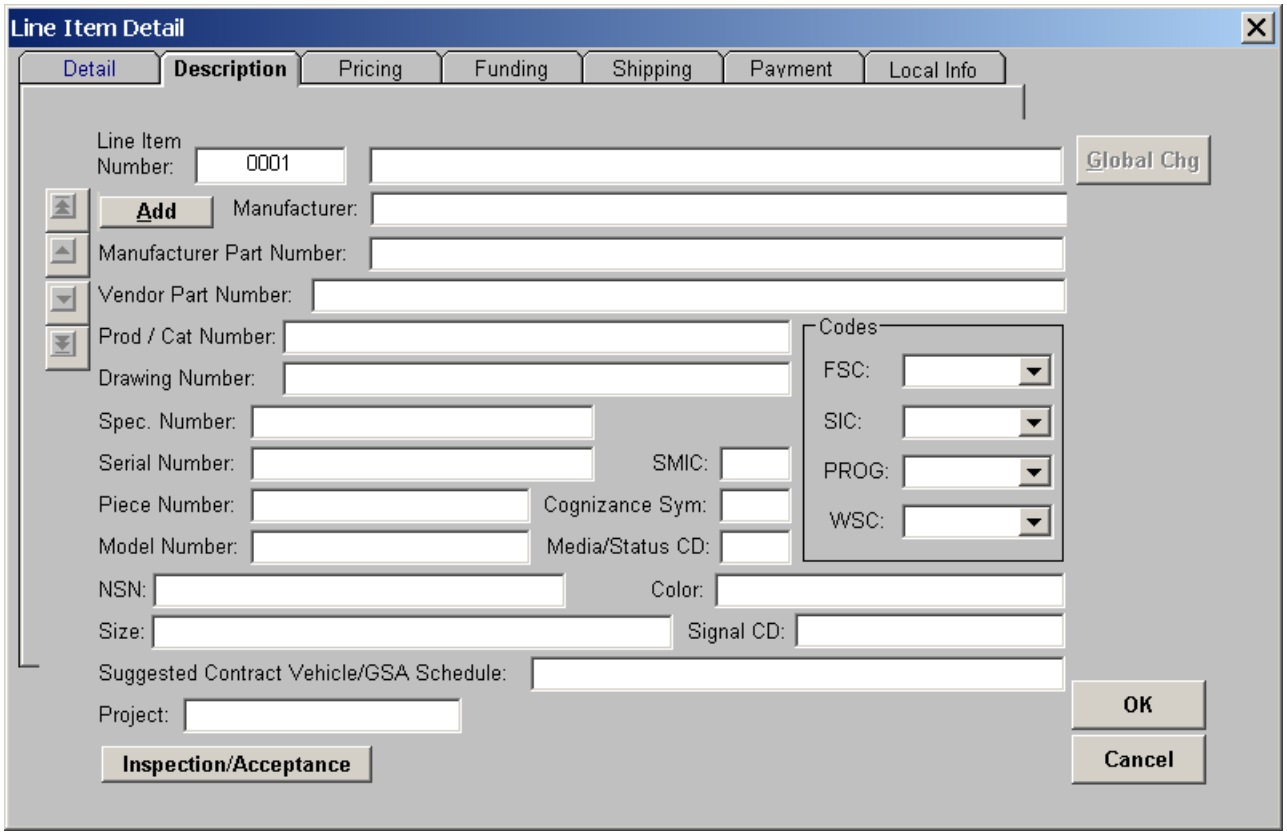
Line Item Cost
Period of Performance
Start Date
End Date
Period
Base
Option
Opt #
Cost Constraint
Test Type
Unit of Issue
No Test
Exhibit
Include Sublines
Stepladder Pricing
Global Chg
Test Info
Copy
CLIN
Add
Insert
SubCLIN
Add
Insert
Delete
Associate
OK
Cancel

Description



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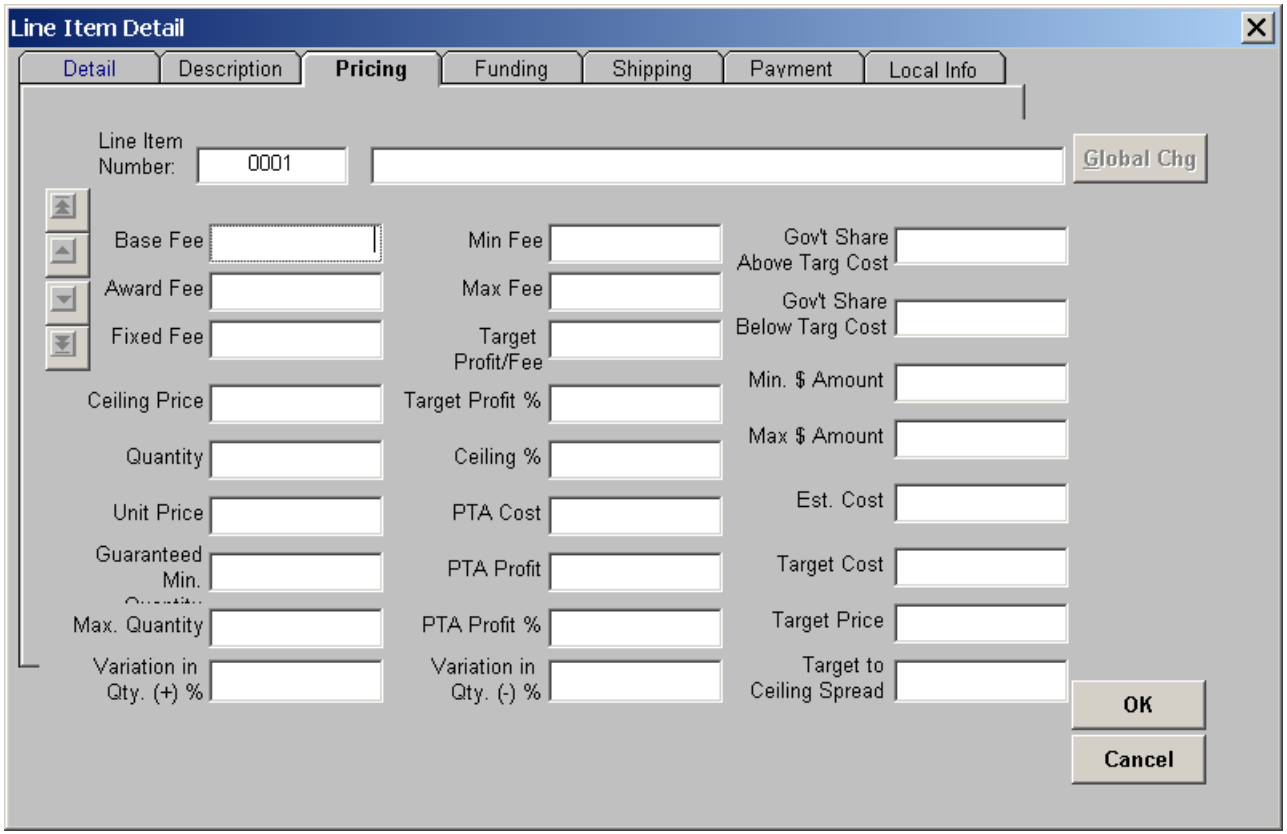
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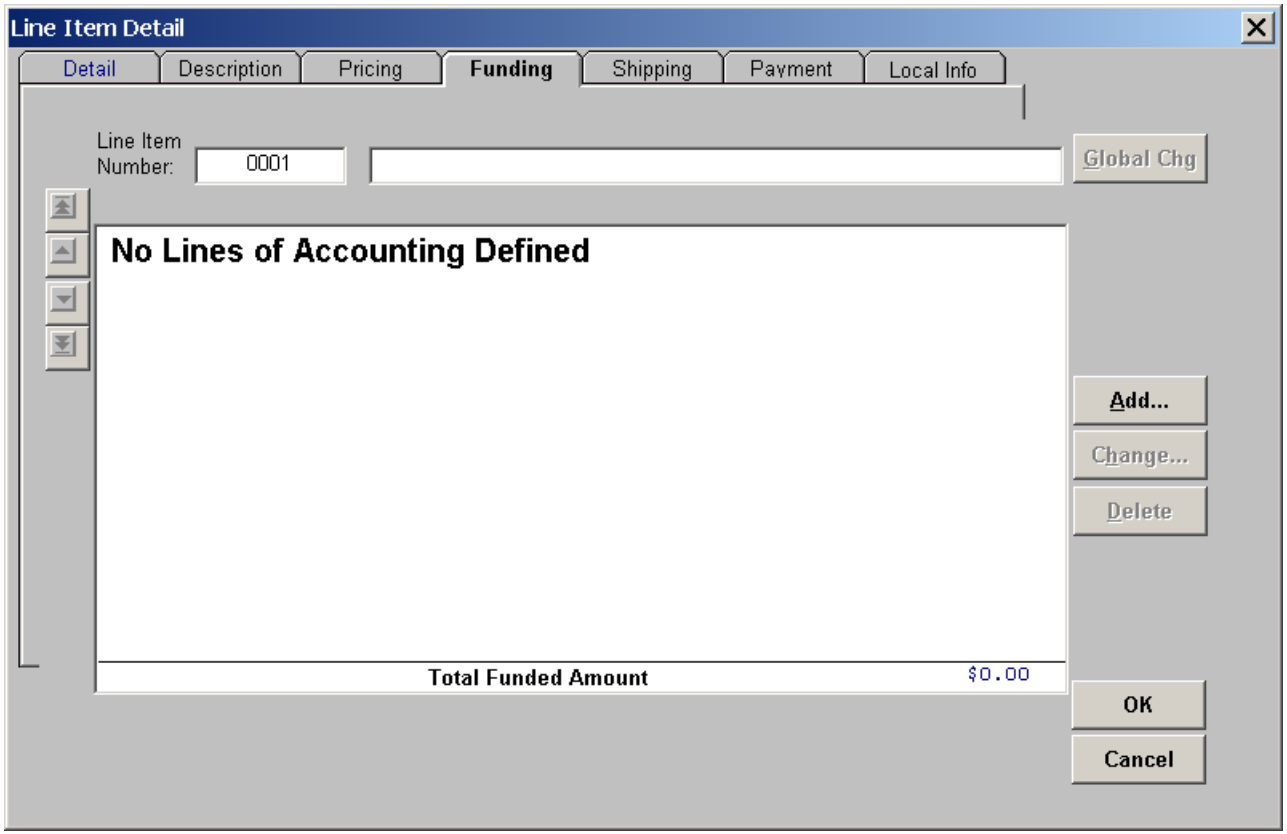
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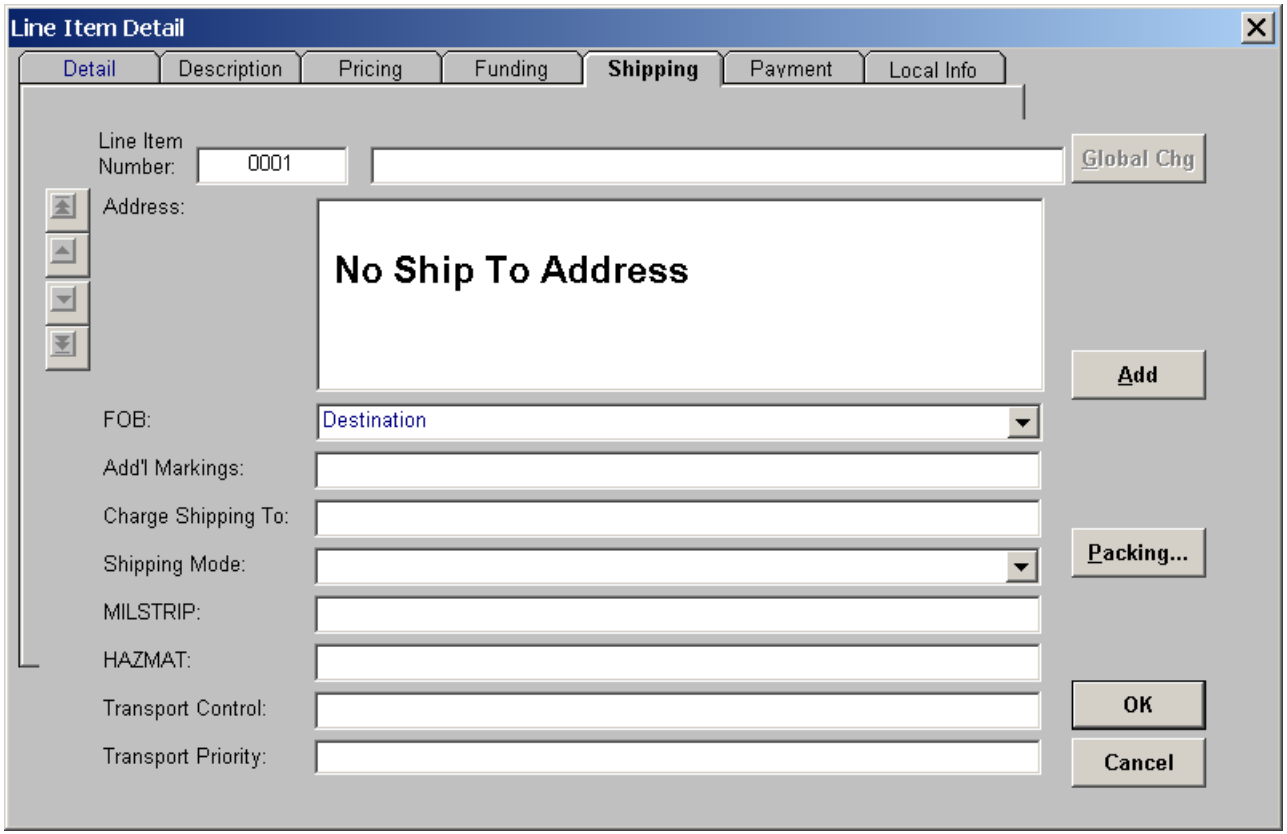
Shipping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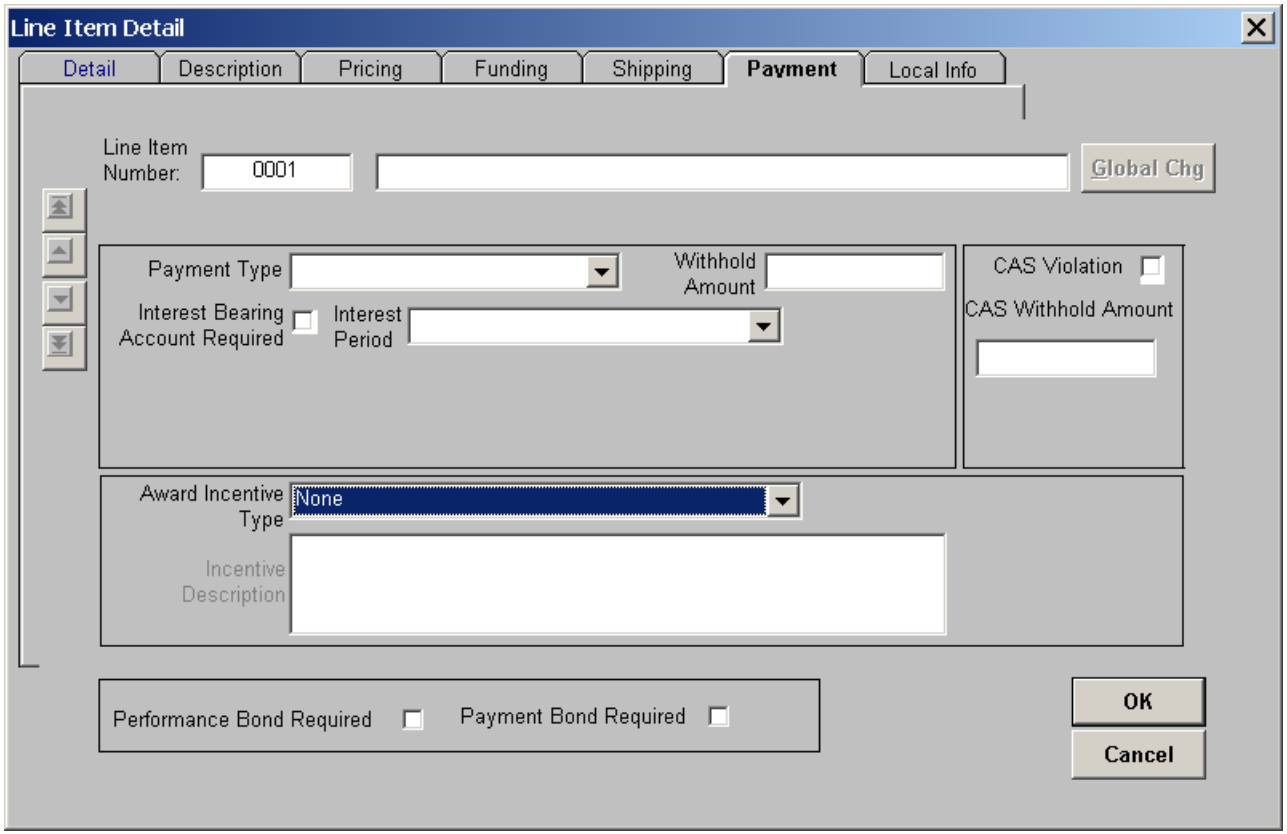
Destination
Add'l Markings:
Charge Shipping To:
Shipping Mode:
Packing...
MILSTRIP:
HAZMAT:
Transport Control:
Transport Priority:
OK
Cancel

Payment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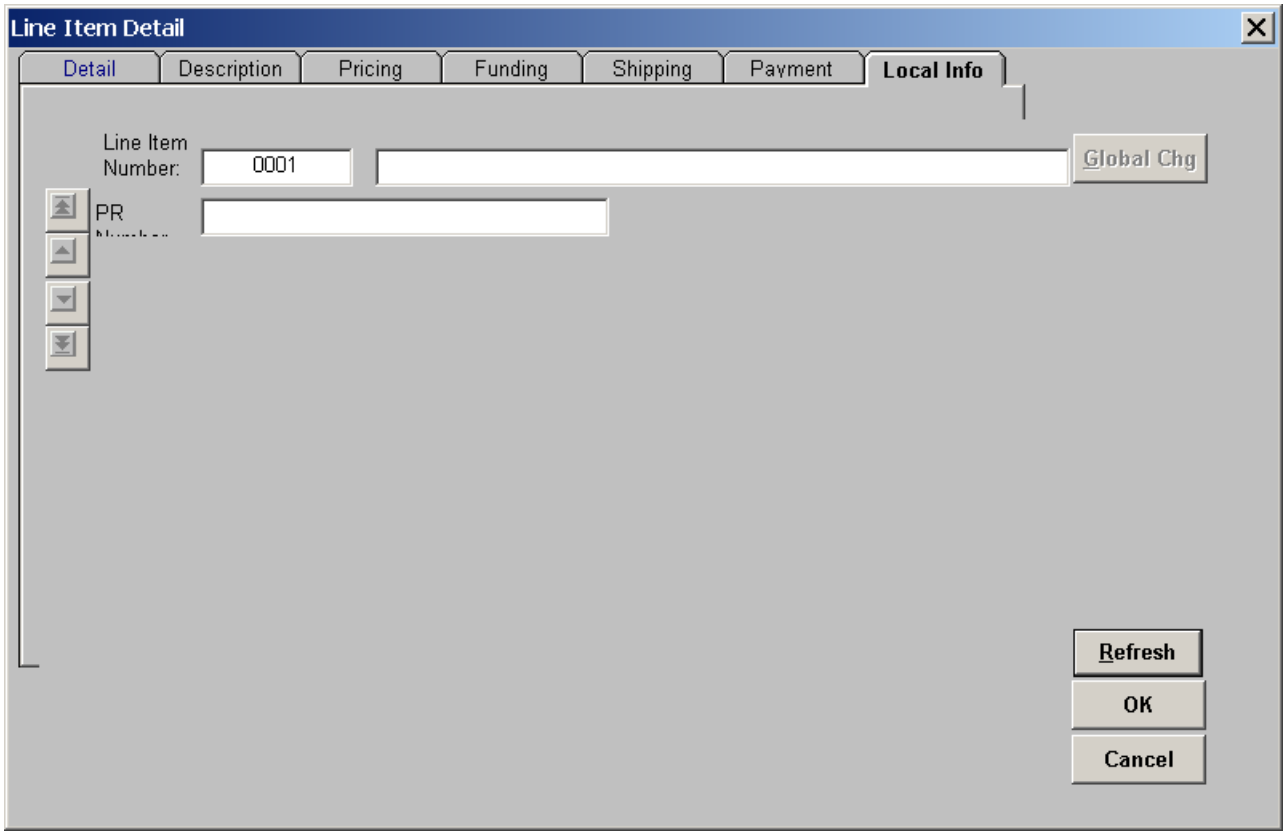
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Posting to NECO

- USMC Not Using EDI 840

- Manual upload for NECO
  - File, Print Preview
  - Save Copy As

Abstract of Offers

- SF 1409 Abstract of Offers
  - Procurement -> Attachment -> New
    - Template “SF 1409 Abstract of Offers”

- Offer / Evaluation (not recommended)
  - Procurement -> Offer Evaluation…
  - ONLY DD 1155 & SF 1449 can be created from O/E

Types

- RFP / IFB - SF 33
- Commercial Solicitation – SF 1449
- Construction Solicitation – SF 1442

Attachments

Protest Resolution Report
Award Congressional Notification
Termination Congressional Notification
Delivery Status Letter
Successful Offeror Letter
Unsuccessful Offeror Letter
OF 1419a Abstract of Offers (cont.)
SF 1034 Public Voucher
SF 295 Summary Subcontract Report
Financial Accounting Data Sheet
Grant Award
Grant Award Attachment 1
Independent Cost Estimate
SF 1411 Contract Pricing Proposal CS
Source Selection Plan
Statement of Work
Field Pricing Report Request .
Internal Memorandum
Compliance Matrix
DD 1547 Record of Weighted Guideline.
DD 1861 Contract Facilities Cap. COM
Proposal Analysis Report
Receipt for Proposals

Request for Oral Discussions
SF 1409 Abstract of Offers
SF 1410 Abstract of Offers (cont.)
Proposal Evaluation Form
RFP Cover Letter
Waiver - Blank
ECP - Blank
Justification & Approval
Business Clearance Template
DD 1547
DD 2566 Assist. Award Action Sheet
Field Pricing Report Request
Acquisition Plan
Notification of Award Letter
OF 1419 Abstract of Offers
DAR Case Template
DD 2579 Small Business Coord. Ltr.
Best and Final Offer Letter
Standard Form 99
SF1417 Pre-Solicitation Notice
Financial Accounting Data Sheet

Smart Attachments

- Attachments Can Be Modified to Automatically Pull Information From Procurement Object
- System Administration Task – Attachment
- Requires Knowledge of SQL and Data Model

Types

- Large Purchase – SF 26
- Large Purchase – SF 33
- Construction Contract – SF 1442

Post Award

External Agencies

- Create Contract Using External Award
  - Shell Document for Creating Orders
  - Does Not Send Obligation for Base Award
    - Approve and no release
  - Does Not Send to EDA (NAFI) for Base Award
  - Precede Delivery Order Number With Call / Order Code (DFARS 204.7)

GSA/FSS

- Post Award - FSS Order/DO/TO
  - GSA Schedule = Contract Number Field
  - ‘F’ type PIIN = Delivery Order field
  - NOT ‘F’ type PIIN in Contract Number Field

UNICOR

- Post Award - FSS Order/DO/TO
  - “UNICOR” = Contract Number field
  - ‘F’ type PIIN = Delivery Order field
  - NOT ‘F’ type PIIN in Contract Number Field
  - NOT “UNICOR/FPI” in Contract Number field
  - *SysAdmin may have to insert value of ‘UNICOR’ to table of GSA_Schedule

IDIQ

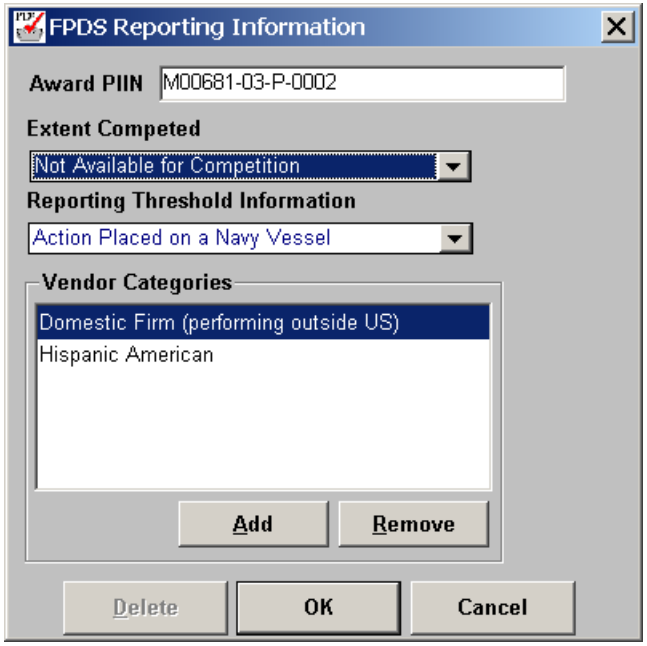
- Post Award - FSS Order/DO/TO
  - Four character serial numbering

Exercise Options

- Milestone Plan
  - PR/Funds to Exercise Option*
  - Notice of Intent
  - Determination & Findings
  - Prepare / Release SF 30
  - FPDS
- Change Line Item From ‘option’ to ‘base’

DD 1057

- Feeder Sheet
  - Any Award or Modification Action Under 25K
  - Click on the Values



DD 350

1. Complete DD 350
   - No Validation Errors
2. Sign
3. Approve
4. Flag for EDI Transmission

- System Administrator Can Upload to PMRS

Process

- Information
  - You cannot close out a contract without a signed DD Form 1594
  - You cannot close out a contract without a retention date. The retention date for the contract is calculated from the Final Payment Date. If no final payment date exists in PD², the retention date can be manually entered

- Minimum Requirements for Manual Closeout
  - Complete and Sign DD 1594 “Contract Closeout Statement”
  - Final Payment Date – “Payment Schedule” option under Closeout
  - Closeout Award
    - Prompts for Retention End Date (provides suggested end date)

Automatic Closeout

- SysAdmin Task ‘Closeout’
  - Sets Criteria
  - Ignores Contracts With DD 1594